

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1712**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCMO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**Note:** FAS and RMA employees replace "fsa" in the Internet address to access notices for their agency.

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1171 9-10-98	Official Ballot for FSA Committee Elections (FSA-669)	State and County Offices
AO-1172 9-16-98	Using Query/36 for Fourth Quarter Work Measurement and Yearend FY 1998 Workload Automated Unit Counts	State and County Offices
BU-536 9-11-98	October 1998 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
FC-212 9-16-98	Processing FLP Guaranteed Loan Loss Claims When Reorganization Bankruptcy Has Occurred	State and County Offices
FI-2319 9-9-98	Collecting Delinquent FLP and Farm Program Debts by Offset	State and County Offices, Local Servicing Offices, KCMO, and APFO
FI-2320 9-16-98	Closing FY 1998 Transactions	State and County Offices and KCMO
LP-1661 9-11-98	Additional Loan and LDP Provisions for 1998-Crop Commodities	State and County Offices

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
PF-92 9-14-98	Reminder for Issuing 1998 Final PFC Payments	State and County Offices
PS-286 9-14-98	CCC-516-1 Error for Oilseed Additional Market Gain Payments	State and County Offices

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**Permanent  
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
12-AO (Rev. 14) Amend. 3 9-11-98	County Office Work Measurement and Fund Allocation System for FY 1998	All Offices Except APFO, KCCO, AK, HI, and PR
12-AO (Rev. 14) Amend. 4 9-16-98	County Office Work Measurement and Fund Allocation System for FY 1998	All Offices Except APFO, KCCO, AK, HI, and PR
1-DAP Amend. 3 9-9-98	Disaster Assistance Programs	State and County Offices
6-LP Amend. 11 9-9-98	General Provisions and Loan and LDP Making	State and County Offices

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**Procedure  
Notices**

None

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**Obsolete  
Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
LP-1659	9-11-98	LP-1661

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Unit of Issue	Stocked By	Upload Date	Fillable	Filename	Used By	WDC Directives	File Code
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\*The following form has been reinstated and revised.

CCC	0131	05-12-97	Acknowlegment of Responsibility for Docket Security	Sheet	RPL/WP	N/A	Y	CC0131.WPD	AO	N/A	N/A
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\*The following form is obsolete. Destroy all stock.

CCC	0327	08-29-57	Application for Letter of Commitment or Amendment	Sheet	FMD	N/A	N	N/A	WDC	N/A	N/A
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\*The following form has been converted to PDF format.

FMHA	1940-20	01-92	Request for Environmental Information	MP/6 Head to Head	RPL/PDF	09-16-98	N	194020.PDF	FSA, RD	FMI 1-30-84, 1940-G	N/A
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\*The following form has been revised. Destroy old stock. A distribution has been made. Tentative delivery date is 10-10-98.

MQ	0079-2A	07-24-98	Tobacco Dealer's Application and Agreement	MP/4	KC	N/A	N	N/A	Tobacco State and County Offices	12-TB, 13-TB, 9-TB(SCOAP), 10-TB(SCOAP)	PA 6-14
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**NOTE: Files saved in PDF Format must be opened in Adobe Acrobat Reader to print. The freely available Acrobat Reader 3.0 does not allow you to save your completed form to disk.**

**1/ Filing codes pertain only to State and County Offices.**

9-17-98

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**State Office**                      The reports due in October are listed in this table.  
**Reports**  
**Calendar**

<b>Due Date</b>	<b>Title</b>	<b>Directive Requiring Report</b>
10-02-98	County Office Work Measurement (4th Quarter Report - Work Measurement Counties Only) (BU-1R)	12-AO
10-07-98	Recognition Report (PE-171 R)	PM-1972
10-07-98	Pre-Complaint Counseling (EEO) (EEO-11P)	19-PM
10-07-98	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
10-07-98	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
10-07-98	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
10-07-98	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
10-07-98	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
10-07-98	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
10-07-98	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
10-07-98	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
10-07-98	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
10-15-98	Report on Creditor Agency Set-off Request (FM-592R)	58-FI
10-15-98	Livestock Feed Program, EFP and EFAP Program (ASCS-646) (EIP-54R)	8-DF
10-16-98	RCWP Status Report (CEP-28R)	1-RCWP
10-22-98	Reconciliation of Peanut Basic and Effective Quota (PA-126R)	1-PN
10-30-98	Duplication Cost Analysis (MS-107R)	15-AS
10-30-98	Freedom of Information Requests (MS-271P)	2-INFO